



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63132-5200

S: 7 November 2003

AHRC-PSV-BB

23 October 2003

MEMORANDUM FOR Eligible Army Reserve Active Guard Reserve (AGR) Officers and Warrant Officers

SUBJECT: FY 2004 Army Reserve AGR Active Federal Service (AFS) Extension Board

1. References:

- a. Title 10, U.S. Code, sections 1370, 3911, and 3926.
- b. AR 600-8-24, Officer Transfers and Discharges, 21 July 1995.
- c. AR 135-18, Active Guard Reserve (AGR) Program, 19 June 2003.
- d. AR 640-30, Photographs for Military Personnel Files, 1 October 1991.
- e. Memorandum, OCAR, DAAR-HR, 4 December 2002, subject: Active Guard Reserve (AGR) Permanent Change of Station (PCS) Policy.
- f. Memorandum, ASA (M&RA), 11 February 2003, subject: Retention of Active Guard Reserve (AGR) Officers Beyond 20 Years of Active Federal Service (AFS).

2. The Army Reserve will convene an Army Reserve AGR AFS Extension Board on 1 December 2003 to consider eligible officers and warrant officers for extension beyond 20 years AFS or warrant officer AFS (WO AFS). Extensions will be recommended based on the needs of the Army Reserve.

3. General Guidance:

- a. All eligible Army Reserve AGR officers and warrant officers will be considered. Officers who have been previously considered for AFS extension but not recommended for extension and have a release from active duty (REFRAD) date between 1 January 2004 and 31 December 2005 (inclusive) may be considered by this board.

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b. Eligible officers and warrant officers must respond with a completed DA Form 4187 Personnel Action (Encl 1). Responses must be completed and sent to the office identified in paragraph 6 not later than 7 November 2003. Officers erroneously receiving notice of eligibility must contact the office in paragraph 6 to correct status. Officers who have questions about their eligibility should contact their Career Management Officer (CMO).

c. Officers will retire or be REFRAD on their current REFRAD date unless selected for AFS extension.

d. Colonels (COLs) and Lieutenant Colonels (LTCs) who accept an extension, but who later decide to retire before the end of the AFS extension period and who have not served on Active Duty in their current grade for 36 months, will be retired at the next lower grade under the provisions of 10 USC 1370(a) and (b).

e. Officers may write a memorandum to the President of the AFS Extension Board inviting attention to any matter of record deemed vital to his/her consideration. (Optional, limited to one page). Memorandums or letters from third parties will only be authorized if they are an enclosure to the Memorandum to the President of the Board.

f. Extended officers/warrant officers are subject to a Permanent Change of Station based on the needs of the AGR Program in accordance with reference 1e. There is no guarantee an officer/warrant officer will remain at his/her current duty station for the duration of his/her approved extension.

g. Extensions may be granted for up to three years based on the needs of the Army. No single extension period will exceed three years. No extension will exceed an officer's mandatory removal date (MRD). All AFS or WO AFS extensions over 22 years require ASA (M&RA) approval.

h. Officers on their initial AGR tour with a REFRAD date between 1 January 2004 and 31 December 2005 (inclusive) will be considered for AFS extension by this Board based upon reaching 20 years AFS or WO AFS during the period stated.

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i. Officers who are recommended or selected for AFS extension and are subsequently found to have committed misconduct or performed below standard may be recommended for removal from the extension list and/or be subject to appropriate administrative or UCMJ action.

4. Eligibility Requirements:

a. Currently be an Army Reserve AGR colonel, lieutenant colonel, major, captain, or warrant officer.

b. Have a MRD of 1 June 2005 or later.

c. Have a REFRAD date between 1 January 2004 and 31 December 2005 (inclusive) based on reaching 20 or more years AFS or WO AFS.

d. Officers and warrant officers previously nonselected by an AGR AFS Extension Board may be considered by this board based on the needs of the Army.

e. Officers and warrant officers who have an approved retirement are not eligible for AFS Extension Board consideration.

f. Colonels and promotable lieutenant colonels will be considered first against select objectives in their branch and specialty; and if not selected in this category, will be considered in the 01A/05A category as appropriate.

g. Captains through lieutenant colonels and warrant officers. Captains through lieutenant colonels will be considered in their control specialty code (CSC) or in the 01A/05A category. The CSC is listed on the officer record brief (ORB) in section I. Warrant Officers 2 through Chief Warrant Officers 4 will be considered in their primary military occupational specialty (PMOS). PMOS is listed on the ORB in section I. Chief Warrant Officers 5 will be considered in their PMOS and for 011A select objectives.

h. Officers must submit the enclosed Height and Weight Statement (Encl 2) signed by the Commander/Records Custodian. If body weight exceeds the screening table weight in Table 1, AR 600-9, The Army Weight Control Program, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must be included. The Body Fat Content Worksheet must be dated 1 June 2003 or later.

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5. Suspense Requirements:

a. Officers must complete and return the enclosed DA Form 4187 Personnel Action (Encl 1) and submit through their immediate supervisor to the office in paragraph 6. The DA Form 4187 is part of the board submission packet.

b. An updated AGR Management Information System (AGRMIS)-generated ORB, DA Form 4037, stamped, as "True Copy" is included in the electronic board file. Please review it. Make changes in red ink; any changes made must be supported by hardcopy documentation if it is not contained in the Personnel Electronic Records Management System (PERMS) Official Military Personnel File (OMPF). Sign and date the ORB, certifying its accuracy. A personally generated ORB will not be accepted; only the AGRMIS-generated ORB, stamped as "true copy" by the Army Reserve Active Duty Management Directorate (ARAD MD), formerly the Full Time Support Management Directorate (FTSMD), will be presented to the board.

c. The REFRAD date (RRD), basic active service date (BASD) or warrant basic active service date (WBASD) is listed on the ORB in Section X, Remarks. The MRD is listed in Section III, Service Data. Section X also shows if officers/warrant officers have a validated DA Form 1506, Statement of Service – For Computation of Length of Service for Pay Purposes, on file with ARAD MD. It will indicate: 1506 CONCUR followed by "Y," "N," or a blank. This indicates the DA Form 1506 is signed and the officer concurs (Y), does not concur (N), or no DA Form 1506 is on file (Blank).

d. Officers must have a signed, concurred with, copy of DA Form 1506 in their OMPF. Officers who concur with a DA Form 1506 with AFS computations that places them outside of this AFS Extension Board's eligibility criteria will be removed from the consideration and select/non-select lists. Officers should contact their personnel records NCO at ARAD MD for assistance if they do not have a completed and signed DA Form 1506. ARAD MD records NCOs can be reached at (314) 592-1234, ext. 5175.

e. Provide a current official military photograph taken within the past five years (not older than 1 December 1998) in the current grade. All photographs must meet the specifications outlined in AR 640-30.

f. Officers must go on-line to review their "My Board File". Go to the web site: <https://www.hrc.army.mil>, then click on the link HRC St. Louis, then click on "Log into My Record." The file consists of the performance portion of the OMPF and an ARAD MD generated ORB. Officers must have an established Army Knowledge Online (AKO) account to access their file. The AKO help desk can assist with any problems. Email: help@us.army.mil or call toll free 1-877-256-8737.

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g. USAR Boards Support Branch, PASD, HRC-STL, will provide the Board with officer evaluation reports (OERs) that have been profiled, but arrive too late to be viewed by the officer/warrant officer on their OMPF via the "My Board File" portal. All OERs submitted to the board will have a report ending date not later than 2 September 2003 (90 days prior to the board convene date). This includes OERs for the most current rating period. The Board will review only the Performance portion of the OMPF, which consists of Performance Data, Education and Training Data, Commendatory Data, and Disciplinary Data. Provide any documents not appearing on the "My Board File" site, or additional supporting documents with the application packet by the suspense date, 7 November 2003, to the office listed in paragraph 6.

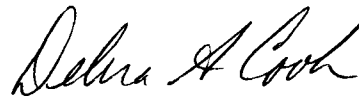
h. Academic Evaluation Reports (AERs) that are not on PERMS are no longer required to be stamped as "Certified True Copies." When duplicating, ensure reverse side of the reports are in the same position as the original reports, or copy each side on a separate page.

6. Documents for board consideration may be scanned and e-mailed to: psafs.board@arpstl.army.mil. Documents for board consideration may also be mailed to:

AGR AFS Extension Board (AHRC-PSV-BB)
U.S. Army Human Resources Command
1 Reserve Way
St. Louis, MO 63132-5200

7. Questions concerning the board process, file content and preparation, or missing documents should be directed to the Army Reserve Boards Support Branch (AHRC-PSV-BB), Ms. Tina Zucol (314) 592-0000, Ext. 5424, or e-mail psafs.board@arpstl.army.mil. Questions concerning eligibility should be directed to the officer's ARAD MD CMO.

2 Encls



DEBRA A. COOK
COL, MS
Commanding